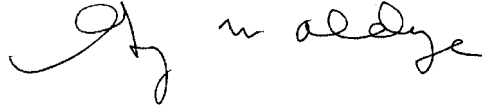


For: FSA, RMA, and FAS Supervisors

New Team Leader Guide

Approved by: Deputy Administrator, Management



1 Overview

A

Background

OPM has issued a new General Schedule Leader Grade Evaluation Guide (GSLGEG) that covers the classification of Work Leaders and Team Leaders.

B

Purpose

This notice:

- informs managers and supervisors that the new classification standard is now available for use
- advises managers and supervisors of the Office of Human Resources Management's (OHRM) policies on establishing Team Leader positions.

2 Classification Standard

A

Coverage

Part I of GSLGEG supersedes the Work Leader Grade Evaluation Guide issued in January 1976. The new guide will continue to cover the one-grade interval work leaders classified under the obsolete guide.

Part II of GSLGEG is established to classify positions whose primary purpose is to lead a permanent team of other General Schedule employees in accomplishing two-grade interval work. The leadership responsibilities must constitute at least 25% of the leader's duty time for the position to be classified as a team leader.

Note: Employees who perform team leader duties less than 25% of their time will not be classified under GSLGEG or titled as "lead."

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Disposal Date

January 1, 2000

Distribution

All FSA, RMA, and FAS Supervisors, except
Service Centers

2 Classification Standard (Continued)

**B
Differences
Between
Supervisors and
Team Leaders**

Following is a chart from the new standard that provides examples of some of the significant differences between team leaders and supervisors. The examples are not intended to be all-inclusive:

Team Leaders	Supervisors
Explain team goals and objectives to assigned team members and assist team in organizing to accomplish work.	Set team goals, select team leaders, assign team members, and administratively and technically direct the work of subordinates.
Coach, facilitate, solve work problems and participate in the work of the team.	Plan, assign, review and accept, amend or reject work done by teams and subordinates.
Provide information to the supervisor on performance of the team and individuals.	Assign performance ratings, approve awards, and take performance-based corrective actions.
Communicate assignments, milestones, and deadlines to the team and individuals based on supervisor's instructions.	Make work assignments, set or negotiate deadlines and completion dates.
Observe training needs and relay training needs and requests to supervisor.	Schedule and approve funding for team and individual training.
Inform supervisor of attendance and behavioral problems.	Counsel employees on behavior and initiate disciplinary actions if required.
Relay requests for resources and supplies.	Allocate resources to teams.

3 OHRM Policies

A

General

OHRM has established Departmental policies to ensure:

- consistent application of the team leader guide across agency lines
 - application of the guide consistent with OPM and National Performance Review principles.
-

B

Labor Relations

Team leaders are not supervisors or management officials. Team leader positions shall not be excluded from bargaining units unless exclusion is otherwise required by 5 U.S.C. 7103 and Federal Labor Relations Authority case law.

C

Pay

Administration

Team leaders are not automatically exempt from the Fair Labor Standards Act. Team leaders shall only be designated as exempt when the position fully meets exemption criteria.

Continued on the next page

3 OHRM Policies (Continued)

D

Organization Design and Position Management

Team leader positions are permanent positions established as part of a team-based organizational structure in which managers have:

- implemented significant changes in work processes, such as training in, and the application of, leadership and team-building skills and techniques; for example:
 - group facilitation
 - coaching
 - problem solving
 - interpersonal communication
 - integration of work processes and products
- empowered front-line employees
- reduced the number of supervisory positions.

Requests to establish team leader positions shall be supported by evidence that work processes have been reengineered.

All positions affected by a change to a team-based structure are subject to review and, if necessary, reclassification. Any possible negative effects on other positions must be recognized and addressed before establishing and encumbering any new team leader positions. For example, establishing small teams can adversely affect the grades of team members by reducing their level of responsibility for classification purposes. Team members cannot generally receive higher levels of grade credit in situations where both supervisors and team leaders are available for assistance, even if such assistance is not routinely solicited. This is an especially important consideration where proposed teams would be composed of higher-graded employees (e.g., GS-12 and above).

E

Relation to Merit Principles

No employee may be promoted into a team leader position non-competitively (e.g., based on an accretion of duties and responsibilities.)
